

24 August 1977

MEMORANDUM FOR: Security Officer, Office of Logistics  
Chief, Security Management Staff, DDS&T  
Security Officer, OD&E

FROM: Deputy Director of Security (PTOS)

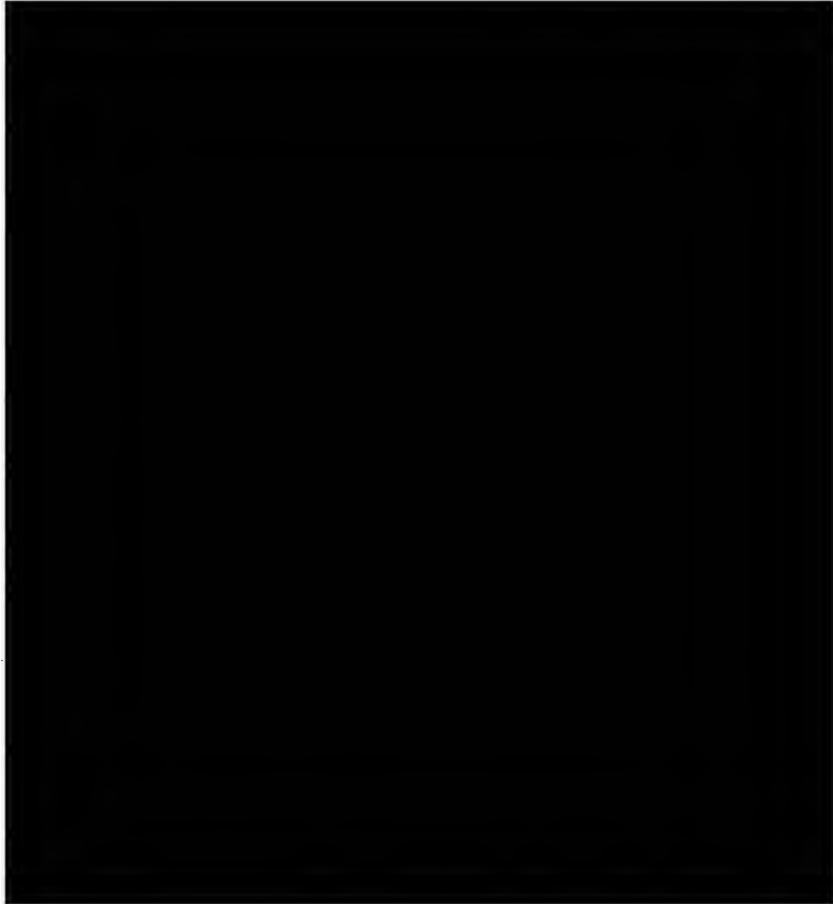
SUBJECT: Industrial Security Audits (U/AIUO)

1. (U/AIUO) As you are well aware, the Office of Security has undertaken several security audits of contractor facilities, and we have discovered certain consistent discrepancies which are worthy of mention. Recognizing that you will want to select your own method of communication, I have prepared below a suggested letter for you to communicate to your contractors.

(U/AIUO) In recent months, the Agency has undertaken a program of in-depth industrial security audits of contractor facilities under Agency cognizance. This program will continue, and it is our intent to audit all Agency contractors. To date, several facilities have been audited and, from these audits, we have developed a pattern of discrepancies that we would like to bring to your attention for your immediate action if they apply in your case.

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d. Other problems developed over USIB Policy Directive, dated 30 April 1973, which gives specifications for vaults and secure areas. Some of these areas were constructed prior to that time using vault doors that have, over time, become obsolete. These doors should be programmed for replacement according to the Directive.

e. We found that some personnel had questions about the requirement that two cleared persons be present in document control areas, communications facilities, and on courier runs. (This was inaugurated on 11 June 1977 and must be complied with.)

f. We stressed that although there is no formal policy, good security practice dictates that all document reproduction equipment should be directly controlled and kept under lock and key when not attended by the custodian.

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(U/AIUO) Other security discrepancies have been discovered on these initial surveys; however, the above were the most consistent. It is suggested that you review your [REDACTED] and Industrial Security Manual for Contractors, as appropriate, inspect your facility and correct any deficiencies.

2. (U/AIUO) I recognize that some of the things I have listed above may not apply to your specific contractors, and, if not, please delete appropriately. I think it is very important that we advise our contractors of these common deficiencies and admonish them to take immediate corrective action.

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